PART I - SECTION C
SCOPE OF WORK

C1.0 INTRODUCTION

This Statement of Work (SOW) documents the Federal Aviation Administration's (FAA) requirements for Battery Maintenance Training. The training proposed must be provided and conducted by a contractor that regularly provides training for flooded cell and sealed battery systems.

C2.0 TRAINING CONCEPT

The contractor will be required to conduct training courses on Flooded Cell Batteries (FCB), Valve Regulated Lead Acid (VRLA) batteries and other miscellaneous battery types. The Government will furnish batteries, as Government Furnished Equipment (GFE), including the batteries making up the strings for Uninterruptible Power System(s) (UPS) and DC Bus Systems. The contractor must provide the training facility floor space for classroom and laboratory space, with required environmental conditioning appropriate for the battery type for each battery string furnished by the government.

FAA Maintenance Concept. FAA technicians will perform all tasks that a battery vendor's Field Service Representative would perform during maintenance visit to a customer's site.

C3.0 TRAINING REQUIREMENTS

C3.1 Battery Maintenance Training.

The Contractor must conduct battery maintenance training using the Government furnished Battery Maintenance Training Course instructor and student course material, end-of-course tests, and classroom presentation material. As a minimum, the following topics must be addressed:

- Battery theory and principles of operation
- Battery applications
- Differences in battery cell types (flooded lead acid, valve regulated lead acid, nickel cadmium) and their components
- Optimum operating conditions (charger/rectifier settings, environment, etc.)
- Standards and tolerances
- Initial baseline testing for battery acceptance
- Battery maintenance for each battery type (to include maintenance frequency, procedures, parameters to be measured, load testing, record keeping, evaluations of test results, comparison to previous results, etc.) in accordance with FAA Order 6980.25C, Maintenance of Batteries for Standby Power, IEEE Standards and battery manufacturer manuals.
- Use of battery manufacturer performance charts to determine discharge (test end) voltage per cell based on available test load (facility load or load bank), power system capacity, desired test time, and temperature. Demonstrate with various load bank steps.
- Failure mechanisms (temperature effects, charging effects, etc.)
- Failure symptoms
- Lock out and tag out pertaining to batteries
- Operation of FAA-approved battery maintenance test equipment, see paragraph C4.4.
- Battery rack integrity
- Battery replacement criteria (thresholds of capacity, impedance, voltage measurements, etc.)
- Hazardous materials handling as applied to battery, spills, cleanup, disposal, etc.
- OSHA safety regulations as applied to the installation, operation, maintenance and replacement of batteries. Use of spill containment kits and safety gear.
- Battery disposal.

C3.2 Reference Documents

The following documents must form a part of this SOW to the extent stated herein. The list is by no means inclusive and may be supplemented during the implementation of this contract. Unless otherwise indicated, the version of these documents in effect at the time of the contract award will be used. The Contractor must inform the FAA Contracting Officer of any conflicts between this SOW and the

referenced documents for resolution before taking any related action. Where differences exist between codes and standards, the one affording the greatest protection from a safety standpoint must apply.

All training used by the Contractor must meet or exceed the appropriate Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Department of Transportation (DOT) regulations identified below. FAA Order 3900.19B, FAA Occupational Safety and Health Program and OSHA safety regulations as applied to the installation, operation, maintenance, and replacement of flooded and sealed batteries are to be integrated into course content, as appropriate. The Contractor must emphasize in the training course, each person's individual accident prevention responsibilities.

C3.2.1 FAA Orders

- FAA Order 3900.19B, FAA Occupational Safety and Health Program (Softcopy will be emailed upon request.)
- FAA Order 6980.25C, Maintenance of Batteries for Standby Power (Softcopy will be emailed upon request.)

C3.2.2 FAA Standards

- FAA STD 028C, Contract Training Programs (Softcopy will be emailed upon request.)

C3.2.3 Code of Federal Regulations (CFR)

- OSHA 29CFR 1910 Subpart S, Electrical
- OSHA 29CFR 1910 Subpart I, Personal Protective Equipment (1910.133, Eye and Face Protection; 1910.136, Foot Protection; 1910.138, Hand Protection)
- OSHA 29CFR 1910 Subpart K, Medical and First Aid, 1910.151(c), Eye Wash
- OSHA 29 CFR 1910 Subpart N, 1910.176 - Handling Materials - General
- OSHA 29CFR 1910.268 Telecommunications, Section (b)(2), Battery Handling
  EPA 40 CFR Protection of Environment
- DOT CFR Parts 171-180 Hazardous Materials Regulations

C3.2.4 Industry Standards

- National Fire Protection Association (NFPA)
  - 70B, Recommended Practice for Electrical Equipment Maintenance (2002 Edition)
  - 70E, Standard for Electrical Safety in the Workplace (2004 Edition)
  - 110, Standard for Emergency and Standby Power Systems (2002 Edition)
  - 111, Standard on Stored Electrical Energy Emergency and Standby Power Systems (2001 Edition)
- Institute of Electrical and Electronics Engineers (IEEE)
  - 450-2002, Recommended practice for Maintenance, Testing, and Replacement of Vented Lead Acid Batteries for Standby Power
  - 1187-2002, Recommended Practice for Installation Design and Installation of Valve Regulated Lead Acid Storage Batteries for Stationary Applications
  - 1188-1996, Recommended Practice for Maintenance, Testing, and Replacement of Valve Regulated Lead Acid Batteries for Stationary Applications
- American National Standards Institute (ANSI)
  - ANSI Z358.1-1998, Emergency Eyewash and Shower Equipment

C3.3 General Course Requirements

The Contractor must provide Battery Maintenance Training via lecture and laboratory. The lecture and laboratory training must meet the following requirements:

- Contractor adapted formats of Government Furnished Training Material (GFTM) must be submitted by the Contractor to the Government for approval prior to use.
- Training must be based on a Course Design Guide (CDG) with cognitive and performance objectives.
- Training materials must be based on the battery maintenance/operator manuals.
- On completion of the training, each student must be able to perform all preventive maintenance, as well as identify, isolate, and correct faults to the Lowest Replaceable Unit (LRU) level (corrective maintenance).

In addition, the training must enable the students to understand the functional capabilities and operational concepts of the equipment.

- Class instruction must be comprised of 50 percent lecture and 50 percent lab exercises.
- Each course objective must be thoroughly tested in written and/or graded lab practical examinations.
- Written exams must be multiple-choice items. The number of test items must be sufficient to adequately measure student mastery of all the objectives.
- For written exams, each objective must have three versions of each exam item of equal difficulty.
- Exams must be such that a student achieving a 70 percent score possesses the requisite knowledge of the equipment/system.
- At the conclusion of each training course the student roster with exam grades and final grade must be submitted to AMA-405.
- The FAA will provide an end-of-course evaluation form to the Contractor for distribution. All students must be given the time to complete written end-of-course evaluations. The completed evaluations will be forwarded to AMA-405 with the class roster and final grades.

C3.4 Training Requirements

- The training must be conducted on an 8-hour academic day, 5-days per week schedule unless otherwise directed. Course instruction, labs, and testing must be included in this time frame. Class instruction periods for lecture will be 50 minutes in duration with a 10-minute break between periods of instruction. The length of the practical application (laboratory exercises) must vary as the subject matter dictates.
- Class must not be held on weekends or Federal holidays. Federal holidays must not be absorbed into the overall course length. Students travel to the training location and return to their home of record during regular non-holiday work days. No training must be scheduled between Thanksgiving and New Year's Day. The Government will establish class start and stop times. The class length as designed and presented in the Government Furnished Training Material (GFTM) is five (5) days including time to complete course evaluations. Maximum class size is 8 students of FAA technicians, engineers and/or supervisors, per class. The student-to-instructor ratio may be no greater than 8-to-1 for classroom training, and no greater than 4-to-1 for lab training. Government representatives attending as monitors must not count against class enrollments.

C3.5 Hearing Impaired Student Management

The Contractor must provide support to hearing impaired student(s), and signing interpreters for that student, during classroom lectures and laboratory instruction. Accommodations must be provided for interpreter to see classroom presentations, have continual access to course student instructional material, and be in the hearing impaired student's line of sight while the student is also observing the classroom presentation. Two interpreters will be assigned to each class attended by a hearing impaired student, they will alternate signing duties. The Contractor must also provide the following support:

- Student Course Material for Interpreter(s).
- Course orientation before commencement of training class – two hours.
- Laboratory orientation, safety briefing, and use of Personal Protective devices – two hours.

Note: This requirement does not include hiring interpreters. The Government will provide Interpreters.

C.4.0 TRAINING MATERIALS AND EQUIPMENT

C4.1 Student Training Materials

The Contractor must provide each student with a complete a set of course materials for the respective course. Course conduct must make maximum use of all materials distributed. Student manuals and guides will encompass a "how to" approach and work in concert with the instructor materials (lesson plans, PowerPoint presentations, figures, handouts, etc.). The Contractor must furnish and maintain all reference, instruction and student materials for each class. At the conclusion of each class, students will retain all student course materials issued to them.

C4.2 Copyrighted Materials

All copyrighted materials, registered documents, software or other Government Furnished Training Materials, delivered to the Contractor, have been determined to be free of all encumbrances that prohibit or limit it's reproduction by the FAA for training purposes. All material Government Furnished Training Materials is sole

property of the FAA and may not be used by the Contractor for any purpose other than in support of, or as specified in, this contract.

C4.3 Contractor-Furnished Training Supplies

The Contractor must furnish all training supplies (insulated and non-insulated hand tools, interconnect cables, acid-resistant grease, lifting devices, etc.), test equipment, safety/protective gear (face shields, goggles, eye wash stations, aprons, gloves, etc.) necessary to conduct training. The Contractor must maintain all supplies, test equipment, and safety/personal protective equipment (PPE) in a usable condition in accordance with OSHA Standards.

C4.4 Contractor-Furnished Training Site(s) and Facilities

The FAA must approve, in advance, all areas used for battery training; all training must be conducted at these approved site(s). The Contractor's facility must be the preferred training site for all training. The FAA may inspect any training sites and/or facilities furnished by the Contractor during the contract period. The following conditions will be appraised and must be approved: space, lighting, noise, heating and cooling, safety of environment, cleanliness and sanitation, furniture, and handicap accessibility. The contractor must correct any known deficiencies identified before the start of training. The contractor must provide training aids such as chalkboards, overhead projectors, viewgraphs, etc., as identified in training documentation. The Contractor must establish a separate training laboratory for FAA furnished batteries and battery equipment. The Contractor is responsible for receiving, unpacking, disposal of GFE packing material, configuring, assembly and installation of Government Furnished Equipment (GFE) into the training laboratory. See GFE paragraph for equipment dimensions. The Contractor must provide the following to support the GFE in the Laboratory:

- Charger for two 360 volt DC strings, each with thirty (30) 12-volt batteries.
- One charger for each 12, 24 and 36 volt flooded cell string (3 total)
- Labor to install GFE equipment and electrical power connections.
- Environmentally conditioned laboratory space to accommodate batteries.

C4.5 Government-Furnished Equipment (GFE) for Training Laboratory

Approved training equipment not part of the contractor's inventory will be funded under this contract. Any FAA equipment furnished for training development and/or delivery will include any required software, special tools, special test equipment, and support equipment. All FAA funded and/or furnished equipment must be returned to the FAA at the conclusion of this contract. Government Furnished Equipment (GFE) used in the battery training course:

Item	QTY	Description
1	2	Flooded Cell Battery: for 12V system, EG Starting Application 650 Cold Cranking Amps, Dry Cells, Group Type 24 Model DSN 12-75
2	1	Relay Rack 2 Shelves, Cables, Brackets (Rack for Item #1 above).
3	1	12v Charger for EG Starting Battery (for item #1 above) Model ERB-C24/30, 120VAC, Variable DC Voltage & Amperage.
4	18	Flooded Cell Battery (FCB): for 36V system, VOR Application C&D KCT 660.
5	1	Battery Rack 2-Tier, 7Ft.
6	12	Valve Regulated Lead Acid (VRLA) Battery: for 24V DC Bus System Application GNB Absolyte IIP, model # 3-100A29P (1400 Amp Hour Battery)
7	1	Front Access Battery Cabinet – 360V Part Number – BR62U100FA100B1. Sec-J, Att J.11
8	1	Enclosed Battery Cabinet – 360V Part Number BC43J370F100B1. Sec-J, Att J.12
9	1	Avtron Resistive Load Bank Model Liberty 55 Portable.
10	4	Optical Battery Tester (Hydrometer, float type) MISCO, PN 7084VP.
11	2	Digital Low Resistance Ohmmeter (DLRO) Model AVO, PN 247000-11.
12	1	WESCO Battery Lift
13	2	Fluke 189 True RMS Multimeter
14	2	Fluke AC/DC Clamp On Current Probe I 10110
15	2	Rayteck ST80XBUS
16	1	Cementex Double Insulated Tool Kit TCK-101
17	1	Socket Set 13 Piece 3/8" Dr. Metric ISS38-13MM
18	1	Cementex Torque Wrench 3/8"

19	2	GNB Absolite Vent Plug Removal Tool

The FAA will deliver the Government-furnished equipment (GFE) and materials to the Contractor's facility for training purposes. The equipment will be delivered in an operable and usable condition. The Contractor must maintain the training equipment in an operable and usable condition. The Contractor must notify the FAA immediately by telephone or email if the equipment is inoperable and/or unusable.

The Contractor is not responsible for damages sustained by FAA furnished training equipment except if caused as a result of contractor personnel negligence.

C4.6 Government-Furnished Training Material (GFTM)

The FAA will deliver the GovernmentFurnished Training Material (GFTM) to the Contractor for training purposes. The following are GFTM developed by the FAA and to be used by the Contractor to conduct Battery Maintenance Training.

- Task and Skills Analysis (TASA). Section-J, Attachment J.4
- Training Development Plan (TDP). Section-J, Attachment J.5
- Course Design Guide (CDG). Section-J, Attachment J.6
- Classroom Training Materials June 2008. Section-J, Attachment J.7
    1. Student Lab Manual
    2. Student Lab Manual PDFs
    3. Student Guide
    4. Student Manual Appendix PDFs
    5. Power Point Slides
    6. Instructor Lab Manual
    7. Instructor PP Manual PDFs
    8. Tests
- Student Welcome Package (Example to be modified by Contractor). Section-J, Attachment J.8
- Course Evaluation. Section-J, Attachment J.9
- Class Roster and Grades. Section-J, Attachment J.10

C5.0 TRAINING MATERIAL MODIFICATION

The Contractor must identify by resume the course instructors and modify/adapt the Government Furnished Training Material (GFTM) in accordance with FAA-STD-028C, Contractor Training Programs, and Airway Facilities Standards and Guidelines for Course Development. Only those Data Item Descriptions (DIDs) of STD-028C, listed or referred to in this SOW, are applicable to developing a FAA battery training course(s). The Contractor must revise and maintain all course materials, curriculum materials and courseware, if required, until all contractor-conducted training has been completed. Revisions to the course material include battery manufacture's literature referenced in the course material appendix.

C5.1 Personnel Qualification Report

CDRL T001 Personnel Qualifications Report, DID-1

The Contractor must submit a resume of training experience for each person assigned to develop courseware and/or conduct classes under this contract. Each resume must include the name of organizations where the person developed and/or conducted training, points of contact at the organizations including phone numbers, training dates, etc. The Contractor must submit a Personnel Qualifications Report for the training staff in accordance with FAA-STD-028C, DID-1, at least 10 days prior to the Post-Award Training Conference, see paragraph 8.2.1.

C5.2 Tests Development

CDRL T007 Tests, DID-7

C5.2.1 Written Exam (Multiple-Choice), Development

Develop three new versions of an exam for the battery course based on cognitive objectives from the CDG. The test items should determine whether or not the student has acquired the basic facts, theory, concepts, principles, and procedures associated with batteries. Once approved by the Government, these exams will be used in the training

course . Specific requirements for the written exams are listed in FAA Standard 028C, DID-7 and the Airway Facilities Standards and Guidelines for Course Development.

C5.2.2 Proficiency Exam (Laboratory) Development.

Develop proficiency exams that require students to demonstrate skills and knowledge necessary to perform specified tasks on batteries. At a minimum, three different troubleshooting problems will need to be developed. Once approved by the Government, these proficiency exams will be used in the training course. Specific requirements for the proficiency exams are listed in FAA Standard 028C, DID-7 and the Airway Facilities Standards and Guidelines for Course Development.

C5.3 Government Furnished Training Material (GFTM) Adaptation

The Contractor must adapt the Government Furnished Training Material (GFTM) for use in their conducted training course. It is the Contractor's responsibility to understand the GFTM and make training material adaptations as need to facilitate instruction. The Contractor, at a minimum, must insure the following are configured, drafted, or modified to implement training.

- Power Point presentations function on display devices.
- Draft Student welcome packages.
- Course syllabus.
- Instructor and Student Laboratory Manual.
- Instructor Manuals
- Student lessons.

C6.0 VALIDATION OF TRAINING COURSE(S)

C6.1 Contractor's Presentation

CDRL T014 Contractor's Presentation Plan DID-14

The Contractor's Presentation is a formal step in the validation of the training materials in accordance with FAA-STD-028C, DID-14. During the Contractor's Presentation, the Contractor must present a shortened version of each lesson, including test items. Each lesson must be given in enough detail and depth that the integration and effectiveness of the instructional materials, learning sequence, performance exercise, tests, and the time allocations, can be fully assessed by the Government.

The Contractor's Presentation must be conducted at the Contractor's facility using materials that will be used in the actual training course. Contractor personnel responsible for adapting training materials must be available during the presentation to answer questions about the course. Additionally, if the Government requests their presence, the Contractor must require additional instructor(s) available to answer questions during and after the presentation. Government representatives must be as identified by the Government.

The Contractor must correct errors, omissions and deficiencies in student and instructor materials discovered during the Contractor's Presentation and must submit corrected copies of the course materials for Government review and approval. The Contractor must also ensure that all copies requiring correction are corrected prior to their use in any class. The Operational Tryout must not be conducted until a successful Contractor's Presentation has been conducted and is approved by the Government.

C6.2 Operational Tryout

CDRL T015 Operational Tryout Report, DID-15

The Operational Tryout is a continuation of the training materials validation process conducted in accordance with FAA-STD-028C, DID-15. Completed lessons are presented to representatives of the target population to determine if the instructional approach is appropriate and effective, test items and time allocations are appropriate, and the format of the materials is easy to use. Information obtained from the Operational Tryout is used to revise and improve the instructional effectiveness of the materials prior to the First Course Conduct.

The Operational Tryout must be conducted at the Contractor's facility and must be planned to last one and a half times the length of the course. Government representatives selected as monitors must not count against the class

enrollment. The Contractor must correct errors, omissions and deficiencies discovered during the Operational Tryout and resubmit materials as directed by the contract. Subsequent classes must not commence until a successful Operational Tryout has been conducted and is approved by the Government.

The First Course Conduct must not be conducted until a successful Operational Tryout has been conducted and is approved by the Government. The contractor must submit an Operational Tryout Report upon successful completion of the Operational Tryout. The Operational Tryout must not count against the number of classes to be conducted by the Contractor.

C6.3 First Course Conduct

CDRL T016 First Course Conduct Report, DID-16

The contractor must provide the First Course Conduct in its entirety in the intended training environment to the target population to ensure the course accomplishes the objectives established in accordance with FAA-STD-028C, DID-16. The Contractor must deliver final training documents and materials in hard copy form and on electronic media files at successful completion of the First Course Conduct. The contractor must submit a First Course Conduct report upon completion of the First Course Conduct class. Training must not be conducted until a successful First Course Conduct has been conducted and is approved by the Government.

Course approval must be contingent upon Government acceptance of the First Course Conduct Report. The First Course Conduct class must not count against the number of classes to be conducted by the Contractor.

C7.0 TRAINING SCHEDULE

The Contracting Officer will advise the contractor of the date desired for the conduct of the first course at least 60 days prior to the required date. The FAA will not be charged for a cancelled class provided a 30 day advance notice is given the contractor. This commencement date will be based upon coordination with the Program Office and the Technical Operations Training Division, Workforce Development.

C7.1 Student Welcome Packages

CDRL T020 Student Welcome Packages

The contractor must provide each student with a Student Welcome Package containing, at a minimum:

- Specific directions to the training facility
- Class dates and times
- A list of housing, dining, and transportation facilities available in the vicinity of the training facility
- The content and methods to be used in the training
- A description of the course contents.

This information must also be provided to AMA-405 in electronic format at least six weeks prior to the scheduled first class of the course as required in FAA-STD-028C, paragraph 2-14.

C7.2 Minimum/Maximum Training Order

The Contractor must conduct a minimum of 10 classes, maximum 24 classes after the successful completion of the Operational Tryout and the First Course Conduct. Government representatives, may at any time, monitor contractor conducted training purchased under this SOW.

C7.3 Accelerated Training Schedule

To meet urgent installation and/or fielding requirements, the Government may direct the contractor to conduct a second shift. If so directed, the contractor must conduct training to accomplish all instructional activities while maximizing use of the battery systems or equipment. (CLIN X001B)

C7.4 Course Evaluations

CDRL T021 Delivery of Course Evaluation

The FAA will provide the Contractor with written end-of-course evaluation form for distribution to the students. All students must be given at least 30-minutes to complete written end-of-course evaluation.

These forms may include, but not be limited to, student lesson critiques, time logs, errata sheets, end-of-course critiques, etc. At completion of each course, the Contractor must distribute the designated evaluation forms to the students; then forward the completed forms to the FAA as directed.

C7.5 Course Roster and Grades

CDRL T022 Delivery of Class Roster and Grades

The Contractor must forward a class roster of who attended the course and their grades received.

C7.6 Certificate of Training

CDRL T023 Delivery of Certificate of Training

The Contractor must deliver a certificate of training to each student who successfully completes the training. The certificate must contain, as a minimum:

- Student name
- Length of training, in hours
- Course number and title
- Location of training
- Date completed
- Issuing official.

C8.0 TRAINING PROGRAM MANAGEMENT, CONFERENCES/MEETINGS

C8.1 Program Management

The Contractor must designate a single Point-of-Contact (POC) referred to as Program Manager (PM) to organize, schedule, and report on all elements of this contract. The PM must be the focal point within the Contractor's organization for all required program efforts: equipment orders, logistics, and training. The PM must be prepared to discuss the status of contract activities with the Contracting Officer (CO) and Contracting Officer Technical Representative (COTR). The Contractor PM must provide all of the necessary management, business and administrative planning, and coordination required to successfully perform all SOW tasking or associated task/delivery orders. The Contractor must also manage and administer submission of all data items required in each task/delivery order.

C8.1.1 Program Plan

CDRL: M001 Program Plan, DID-M001

The Contractor must provide their existing Program Plan, indicating the method in which the FAA's training will be functionally integrated into the Contractor's existing management structure.

C8.1.2 Quarterly Cost Report

CDRL M002: Quarterly Training Cost Report, DID M002

The Contractor must provide a quarterly Battery Maintenance Training Cost Report, see Section J, Attachment J.1 for format.

C8.2 Training Conference and Meetings

CDRL M003: Conference/Meeting Agendas, DID-M003, and
CDRL M004: Conference/Meeting Minutes, DID M004

The Contractor must be responsible for the preparation of all Agendas, Meeting/Conference Minutes and handouts. The conferences and meetings must serve as the medium for the contractor to provide insight into the Contractor's program planning and current progress for the FAA Program Office.

C8.2.1 Post Award Training Conference

The Contractor must host a Post-Award Conference at their facility no later than 30 calendar days after contract award. The purpose of the conference is to provide details on and clarification to the training requirements set forth in this SOW and to:

- Establish a liaison and working relationship between the Contractor personnel and FAA training representatives
- Permit inspection of the contractor's training facility
- Discuss the proposed course development methods and the requirements associated with each deliverable required from the contractor
- Discuss the Contractor's plan for accomplishing the training
- Discuss the Contractor's Personnel Qualification Report
- Discuss classroom administration requirements.

C8.2.2 Training Development Progress Reviews (PR)

The PRs are formal presentations by the Contractor to the Government concerning the progress that has been made on the training development or delivery effort to date. The Government must schedule the PRs as needed during the training development.

C8.2.3 Quarterly Contract Review Meetings

The Contractor must participate in quarterly Program Reviews to review the contract status in terms of performance, schedule, and cost. However, Program Reviews may be called at any time to discuss contract anomalies. The list of items to review may include, but not be limited to:

- Contract implementation
- Accomplishments and shortfalls of performance during the reporting period
- Planned activities for the next reporting period
- Cost of training to date
- Problems and issues
- Outstanding action items.

Quarterly reviews must be conducted the first month of the quarter at the Contractor's facility or via telecon. The first review must commence no later than 120 days after the Post-Award Training Conference. The FAA Contracting Officer, or their representative, will designate all review dates.
The Quarterly Reviews are separate from other meetings.